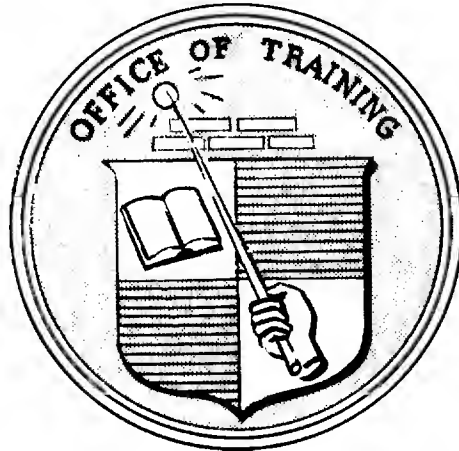


~~CONFIDENTIAL~~
~~SECRET~~

OFFICE OF TRAINING BULLETIN

NUMBER 31

OCTOBER 1957



JOB NO. 18-03921A
BOX NO. 2
FOLDER NO. 21
TOTAL DOCS HEREIN 1

DOC	<u>1</u>	REV DATE	<u>11 04 80</u>	BY	<u>018551</u>
ORIG COMP	<u>11</u>	OPI	<u>11</u>	TYPE	<u>30</u>
ORIG CLASS	<u>S</u>	PAGES	<u>19</u>	REV CLASS	<u>C</u>
JUST	<u>22</u>	NEXT REV	<u>2010</u>	AUTH	HR 10-2

TABLE OF CONTENTS

NEWS	1
COURSES, ACTIVITIES, AND PROGRAMS	
New Support Exhibit	9
Regional Survey — East Asia	10
Noontime Movie Program	12
REGISTRAR'S REMINDERS	13
OTR & AGENCY TRAINING OFFICER DIRECTORIES . .	17

~~CONFIDENTIAL~~
~~SECRET~~

NEWS

LANGUAGE PROFICIENCY TESTING FOR FULL-TIME EXTERNAL TRAINEES

AT PRESENT, THE LANGUAGE AND AREA SCHOOL ADMINISTERS THE LANGUAGE PROFICIENCY TEST TO STUDENTS WHO COMPLETE FULL-TIME COURSES CONDUCTED WITHIN THE AGENCY. IT HAS BEEN THE RESPONSIBILITY OF STUDENTS TAKING FULL-TIME LANGUAGE TRAINING OUTSIDE THE AGENCY TO SCHEDULE THEMSELVES FOR A TEST AFTER COMPLETION OF THEIR COURSES.

HENCEFORTH, IN THE INTEREST OF MORE ORDERLY SCHEDULING, EXTERNAL STUDENTS WILL RECEIVE THE SAME ADMINISTRATIVE SERVICE AS DO THOSE IN CIA INTERNAL COURSES — THEY WILL BE SCHEDULED, IN ADVANCE, BY THE REGISTRAR/TR FOR A LANGUAGE PROFICIENCY TEST TO BE TAKEN WHEN THEY HAVE COMPLETED THEIR COURSE.

THIS PROCEDURE WILL ENABLE THE OFFICE OF TRAINING TO IMPROVE FURTHER ITS INFORMATION REGARDING TRAINING CAPABILITIES OF THE VARIOUS INTERNAL AND EXTERNAL FACILITIES USED, AND TO PROVIDE MORE STANDARDIZED AND COMPLETE INFORMATION TO COMPONENT SUPERVISORS INTERESTED IN THE PROGRESS OF THEIR SPONSORED PERSONNEL.

INTELLIGENCE ORIENTATION EXHIBITS

THE OFFICE OF TRAINING EACH MONTH PRESENTS TWO EXHIBITS ON THE FUNCTIONS OF CIA COMPONENTS, THE INTELLIGENCE PRODUCTS EXHIBIT AND THE SUPPORT EXHIBIT. BOTH ARE OPEN TO AGENCY MEMBERS.

THOUGH DESIGNED PRIMARILY AS INTEGRAL PARTS OF INTELLIGENCE ORIENTATION, THE EXHIBITS HAVE PROVED INTERESTING TO EMPLOYEES THROUGHOUT CIA. EACH IS UNIQUE IN THAT IT GRAPHICALLY PRESENTS A COMPREHENSIVE VIEW OF MANY AGENCY ACTIVITIES. THE INTELLIGENCE PRODUCTS EXHIBIT PICTURES THE FACTORS INVOLVED IN THE COLLECTION AND PRODUCTION OF INTELLIGENCE. THE SUPPORT EXHIBIT, BASED ON THE THREEFOLD THEME OF MEN, MONEY AND MATERIAL, DEPICTS THE ROLE OF THE DD/S ELEMENTS IN SUPPORTING THE MISSION OF THE AGENCY.

THE NEXT INTELLIGENCE PRODUCTS EXHIBIT IS SCHEDULED FOR THURSDAY, OCTOBER 24, FROM 0930 TO 1200 IN THE R & S AUDITORIUM. SUCCEEDING DATES ARE THURSDAY, NOVEMBER 21 AND THURSDAY, DECEMBER 19.

THE NEXT CIA SUPPORT EXHIBIT IS SCHEDULED FOR WEDNESDAY, OCTOBER 23 FROM 1400 TO 1615 IN THE R & S AUDITORIUM. SUCCEEDING DATES ARE WEDNESDAY, NOVEMBER 20 AND WEDNESDAY, DECEMBER 18.

~~CONFIDENTIAL~~CIA'S TOASTMASTERS CLUB
FEATURES OTR SPEAKERCLERICAL SKILLS QUALIFICATION TESTS
SCHEDULED FOR OCTOBER AND NOVEMBER

25X1A9a [REDACTED] CHIEF, INTELLIGENCE FACULTY, OTR, GUEST SPEAKER AT THE 27 AUGUST MEETING OF THE CIA TOASTMASTERS CLUB, GAVE A TALK ON "TRENDS IN PUBLIC SPEAKING."

THE CLUB, SPONSORED BY THE EMPLOYEE SERVICES BRANCH, OFFICE OF PERSONNEL, IS OPEN TO ALL INTERESTED CIA EMPLOYEES; EXTENSION 2144. IT MEETS EACH TUESDAY IN ROOM 2700, CURIE HALL, AT 12 NOON. EACH MEMBER GIVES A FIVE-MINUTE TALK WHICH IS EVALUATED, AND SUGGESTIONS FOR IMPROVING THE TALK ARE MADE.

ALL OF YOU WHO HAVE TAKEN, OR WHO PLAN TO REGISTER FOR, EFFECTIVE SPEAKING OR CONFERENCE LEADERSHIP AND WHO ARE INTERESTED IN LEARNING AND PRACTICING THE ART OF PUBLIC SPEAKING MAY BE INTERESTED IN JOINING THE CLUB.

INTEREST IN WRITING WORKSHOP CONTINUES AT RECORD RATE!

ENROLLMENT IN THE RECENTLY COMPLETED WRITING WORKSHOP REQUIRED THAT THE COURSE AGAIN BE DIVIDED INTO TWO SECTIONS. INDIVIDUAL AND SUPERVISORY INTERESTS IN THE VALUES OF THIS WORKSHOP CONTINUE AT A RECORD RATE. INSTRUCTORS WERE [REDACTED]

THIS COURSE IS CONDUCTED AS A WORKSHOP PRIMARILY FOR EMPLOYEES WHOSE ASSIGNMENTS INVOLVE THE WRITTEN PRESENTATION OF INTELLIGENCE, BUT THE EMPHASIS ON FUNDAMENTAL PRINCIPLES OF COMPOSITION MAKES IT BENEFICIAL FOR ANYONE WHO DESIRES TO IMPROVE GENERAL WRITING SKILL. ASSIGNMENTS ARE TAILORED TO INDIVIDUAL NEEDS AND EXPERIENCE.

CLERICAL SKILLS QUALIFICATION TESTS IN SHORTHAND AND TYPEWRITING, ADMINISTERED TO ON-THE-JOB EMPLOYEES WHO MUST MEET AGENCY STANDARDS, WILL BE GIVEN MONDAYS DURING OCTOBER AND NOVEMBER AS FOLLOWS:

7 OCTOBER	4 NOVEMBER
21 OCTOBER	25 NOVEMBER

(TYPEWRITING: 1315 SHORTHAND: 1400)

THESE TESTS ARE GIVEN IN ROOM 508, 1016 16TH STREET.

BECAUSE TESTING WOULD ORDINARILY BE GIVEN ON 11 NOVEMBER, WHICH IS A LEGAL HOLIDAY, THE ABOVE 4 NOVEMBER DATE IS A VARIATION FROM THE USUAL TESTING PATTERN.

SUPERVISORS WHO WISH TO HAVE EMPLOYEES TESTED SHOULD GET IN TOUCH WITH THEIR PERSONNEL PLACEMENT OFFICERS. THE OFFICERS WILL ARRANGE FOR TEST REGISTRATION.

USUALLY, EMPLOYEES WHO DO NOT MEET THE AGENCY CLERICAL SKILLS STANDARDS IN THESE TESTS SHOULD BE ENROLLED IN THE CLERICAL REFRESHER PROGRAM, LISTED IN YOUR OFFICE COPY OF THE OTR CATALOG AS COURSES B-12 TO B-19. LIBRARY PUBLICATION AVAILABLE TO YOU

COPIES OF THE FOLLOWING OTR PUBLICATION ARE AVAILABLE AND MAY BE REQUESTED THROUGH YOUR TRAINING OFFICER, OR BY CALLING THE CHIEF, OTR LIBRARY, EXTENSION 3096:

OTR BOOKSHELF, TR RM 0-8, SECRET/CIA INTERNAL USE ONLY, OCTOBER 1957 - A LIST OF BOOKS RECENTLY ACQUIRED BY THE OTR LIBRARY IN ADDITION TO SELECTED GERMAN AND ENGLISH TITLES ON INTELLIGENCE FROM THE HISTORICAL INTELLIGENCE COLLECTION.

25X1A9a
25X1A9a

~~CONFIDENTIAL~~

**SPECIAL TRAINING GIVEN PERSONNEL
IN OFFICE OF THE COMPTROLLER**

SPECIAL CABLE AND DISPATCH TRAINING WAS GIVEN IN AUGUST FOR TWELVE SECRETARIES AND STENOGRAPHERS OF THE OFFICE OF THE COMPTROLLER BY MEMBERS OF THE OPERATIONS SUPPORT FACULTY. AS IN PREVIOUS REFRESHER COURSES, THESE PRESENTATIONS WERE ORIENTED TO PROBLEMS UNIQUE TO THE COMPONENT REQUESTING THE INSTRUCTION.

PREPARATORY TO CONDUCTING THIS REFRESHER, THE INSTRUCTORS DISCUSSED WITH REPRESENTATIVES OF THE OFFICE OF THE COMPTROLLER SPECIFIC PROBLEMS REGARDING CABLES AND DISPATCHES AND WERE PROVIDED WITH ACTUAL SAMPLES TO USE FOR LABORATORY WORK DURING THE COURSE.

**INTELLIGENCE RESEARCH (MAPS) #4
SCHEDULED TO BEGIN 28 OCTOBER**

INTELLIGENCE RESEARCH (MAPS) #3, RECENTLY COMPLETED, WAS ATTENDED BY STUDENTS REPRESENTING ORR, OO, AND OCR. THE COURSE, NEXT SCHEDULED 28 OCTOBER - 15 NOVEMBER, HAS BEEN SIMPLIFIED TO ALLOW MORE WORKSHOP TIME FOR THE PRACTICE OF SKILLS LEARNED, AND THE 6 HOUR INTELLIGENCE PROBLEM HAS BEEN ELIMINATED AS TOO ADVANCED FOR MOST BEGINNERS.

INTELLIGENCE RESEARCH (MAPS) IS DESIGNED TO TEACH THE BASIC SKILLS AND TECHNIQUES REQUIRED IN ORDER TO DERIVE MAXIMUM INFORMATION FROM MAP RESEARCH AND TERRAIN ANALYSIS.

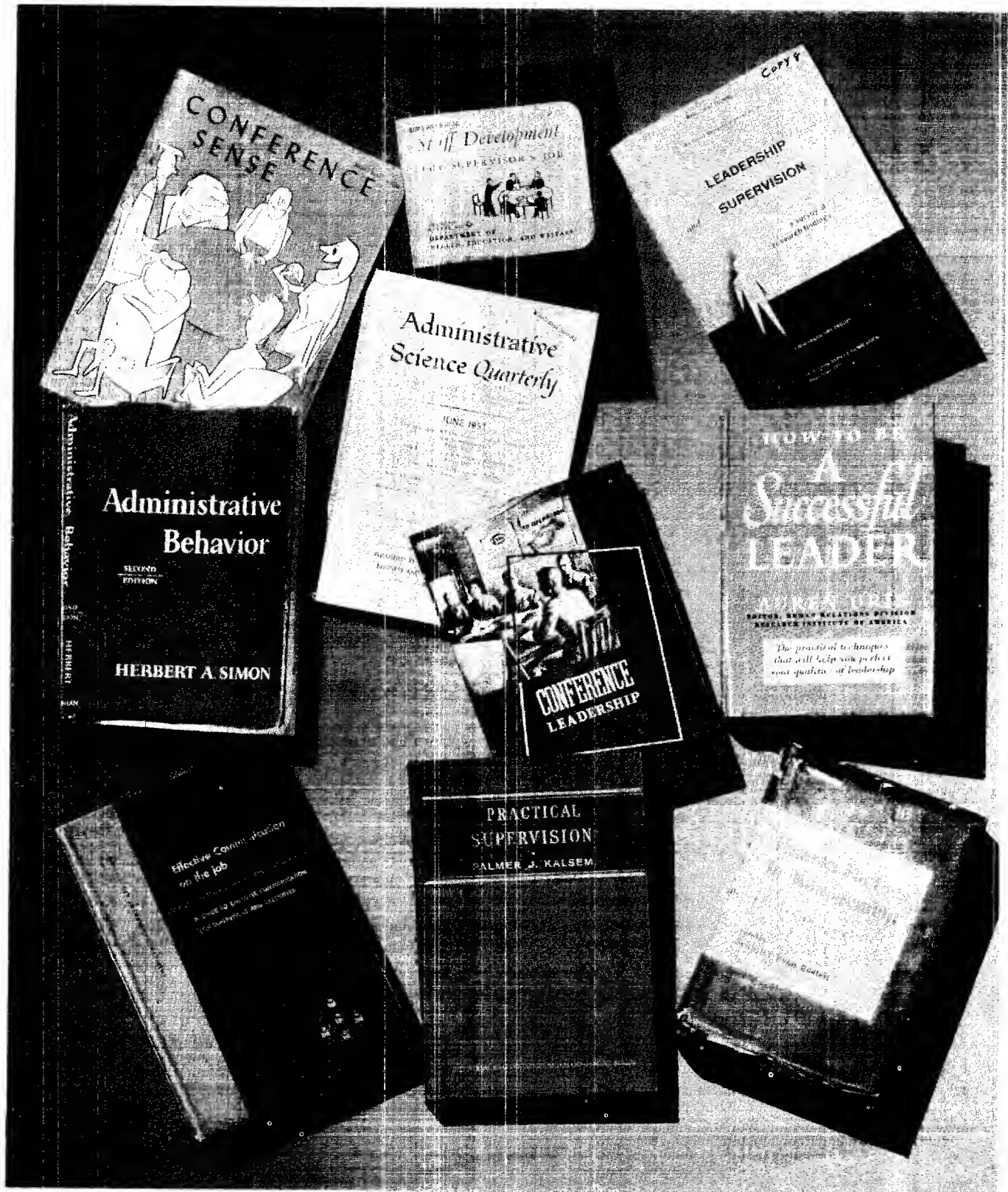
**ADMINISTRATIVE PROCEDURES NOW ADDS
FLEXOWRITER SYSTEM INSTRUCTION**

ON 1 SEPTEMBER 1957, THE OFFICE OF PERSONNEL INSTALLED THE FLEXOWRITER SYSTEM FOR THE PREPARATION OF PERSONNEL ACTIONS. THIS SYSTEM ENABLES THE OFFICE OF PERSONNEL TO PREPARE OFFICIAL PERSONNEL ACTIONS MORE ACCURATELY AND EFFICIENTLY, AND AIDS OPERATING COMPONENTS BY REDUCING CLERICAL WORK INVOLVED IN COMPLETING THE NEW REQUEST FOR PERSONNEL ACTION (F 1152)

A FLEXOWRITER HANDBOOK, NOW BEING PREPARED, WILL CONTAIN GUIDANCE FOR OPERATING COMPONENTS USING THE NEW SYSTEM. ALSO, INASMUCH AS THE FLEXOWRITER SYSTEM FOR EFFECTING PERSONNEL ACTIONS UTILIZES NEW PROCEDURES AND FORMS, CERTAIN EMPLOYEES IN EACH AGENCY COMPONENT WILL REQUIRE SPECIFIC TRAINING IN ITS USE — ESPECIALLY THOSE PERSONS RESPONSIBLE FOR REQUESTING PERSONNEL ACTIONS. TO MEET THIS TRAINING NEED, [REDACTED] PERSONNEL REPRESENTATIVE IN OTR, IN 25X1A
COLLABORATION WITH THE CHIEF, RECORDS AND SERVICES DIVISION, OFFICE OF PERSONNEL, AND SEVERAL MEMBERS OF THAT STAFF, HAS DEVELOPED INSTRUCTIONAL MATERIAL ON THE FLEXOWRITER SYSTEM FOR PRESENTATION IN ADMINISTRATIVE PROCEDURES, COURSE B-4 IN YOUR OFFICE COPY OF THE OTR CATALOG. THE MATERIAL COVERS SUCH ASPECTS AS FAMILIARIZATION WITH THE NEW SYSTEM AND DETAILED TRAINING AND PRACTICE IN THE PREPARATION OF REQUESTS FOR PERSONNEL ACTION.

THE FLEXOWRITER SYSTEM FEATURES THE ELECTRIC TYPEWRITER OPERATED AUTOMATICALLY BY PRE-PUNCHED TAPE, OR OPERATED MANUALLY.

~~S-E-C-R-E-T~~



~~SECRET~~

CONFIDENTIAL

EXPERIMENTAL BASIC SUPERVISION
SCHEDULED FOR OCTOBER

BASIC SUPERVISION, FOR SENIOR SUPERVISORS, GS 12 - 14, SCHEDULED 28 OCTOBER TO 15 NOVEMBER, WILL BE AN EXPERIMENTAL 14-DAY PRESENTATION RATHER THAN THE CUSTOMARY 10.

THE ADDITIONAL COURSE TIME (FOUR DAYS RATHER THAN FIVE BECAUSE OF THE VETERANS' DAY HOLIDAY) WILL BE USED TO EXPAND DISCUSSIONS ON TOPICS REGULARLY INCLUDED IN THE TWO-WEEK COURSE AND TO INTRODUCE NEW MATERIAL.

BASIC SUPERVISION COURSE MATERIALS

A SAMPLING OF THE CURRENT SUPPLEMENTARY READING LIST USED IN BASIC SUPERVISION APPEARS ON THE OPPOSITE PAGE. ALSO, THE ENTIRE KIT FOR THIS COURSE RECENTLY WAS COMPLETELY REVISED.

BASIC SUPERVISION, COURSE B-7 IN YOUR OFFICE COPY OF THE OTR CATALOG, IS DESIGNED TO ORIENT FIRST-LINE SUPERVISORS TOWARD THE RESPONSIBILITIES AND AUTHORITY WHICH ARE CHARACTERISTIC OF FIRST-LINE SUPERVISION — AT WHATEVER GRADE LEVEL — THROUGHOUT THE AGENCY.

INTELLIGENCE ORIENTATION
BASIC MANUAL UPDATED AND IMPROVED

DURING THE SUMMER THE BASIC MANUAL USED IN INTRODUCTION TO INTELLIGENCE, PHASE I OF INTELLIGENCE ORIENTATION, WAS COMPLETELY REVISED. THE MANUAL PROVIDES READING AND GRAPHIC MATERIAL SUPPLEMENTING THE COURSE LECTURES AND SEMINARS.

NEW AGENCY REGULATIONS, CHARTS, AND OUTLINES HAVE BEEN INSERTED IN THE MANUAL, AND A NEW SYSTEM OF TABS AND REFERENCES HAS BEEN ADOPTED TO MAKE THE MATERIAL EASIER FOR STUDENTS TO LOCATE.

~~SECRET~~

CONFIDENTIAL

25X1A

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200210001-2

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200210001-2

LANGUAGE STUDY PROGRESSES

CURRENT ENROLLMENT IN INTERNAL LANGUAGE TRAINING COURSES IS APPROXIMATELY 24 (MOST COURSES HAVE ENDED AND NEW ONES HAVE NOT YET BEGUN); ENROLLMENT IN SELF-STUDY PROGRAMS IS APPROXIMATELY 196.

CURRENT ENROLLMENT IN NON-DUTY-HOURS LANGUAGE COURSES, MORNING AND EVENING CLASSES, IS 259, STUDYING THE FOLLOWING LANGUAGES:

CHINESE	JAPANESE
FINNISH	POLISH
GERMAN	PORTUGUESE
FRENCH	RUSSIAN
ITALIAN	SPANISH

THE LANGUAGE LABORATORY WAS UTILIZED BY 282 STUDENTS DURING THE PAST MONTH, FOR A TOTAL OF 1,606 HOURS, IN THE STUDY OF 18 DIFFERENT LANGUAGES.

LANGUAGE PROFICIENCY EXAMINATIONS RECENTLY WERE TAKEN BY 106 PEOPLE FROM VARIOUS COMPONENTS. THE LANGUAGES WERE:

ARABIC	ITALIAN
ARMENIAN	JAPANESE
(EASTERN)	POLISH
CHINESE	PORTUGUESE
(MANDARIN)	RUSSIAN
DUTCH	SPANISH
FRENCH	SWEDISH
GERMAN	

OTR QUALIFICATIONS REVIEW AND PLACEMENT PANELS RECENTLY MET TO CONSIDER PEOPLE FOR THE FOLLOWING LANGUAGE STUDIES:

RUSSIAN	GERMAN
FRENCH	SPANISH
PORTUGUESE	CHINESE

25X1A [REDACTED] FEATURES NEW KIT

25X1A AN IDEA OF THE HAND-OUT KIT GIVEN TO STUDENTS IN THE AMERICANS ABROAD ORIENTATION - [REDACTED] IS DISPLAYED ON THE OPPOSITE PAGE.

25X1A THE KIT IS RETAINED BY PERSONNEL AND THEIR DEPENDENTS WHO ENROLL FOR THIS 15-HOUR BRIEFING. THE MAPS OF [REDACTED] ARE A TEACHING AID IN THE CLASS SESSION TITLED, "MAP STUDY - LOCATIONAL ORIENTATION ON WHERE YOU ARE GOING AND THE PLACES TO SEE."

S-E-C-R-E-T

S-E-C-R-E-T

100 CIA OFFICERS HELPING TO DEVELOP VOLUNTARY LANGUAGE TRAINING PROGRAM

40 COURSES UNDERWAY
HERDER IS COORDINATOR

LANGUAGE AND AREA SCHOOL'S CALL FOR INSTRUCTIONAL HELP IN DEVELOPING CIA'S VOLUNTARY LANGUAGE TRAINING PROGRAM - FORMERLY KNOWN AS THE NON-DUTY-HOUR LANGUAGE PROGRAM (SEE OTR SPECIAL BULLETIN #20-57) - HAS RESULTED IN MORE THAN 100 CIA OFFICERS VOLUNTEERING TO BECOME INSTRUCTORS IN CLASSES CONDUCTED BEFORE AND AFTER WORKING HOURS. EACH NON-DUTY-HOUR INSTRUCTOR IS PAID AT STANDARD GOVERNMENT OVERTIME PAY RATES.

ACCORDING TO [REDACTED] "STAFF EMPLOYEES SERVING AS INSTRUCTORS FIND THIS A PERSONALLY PROFITABLE ACTIVITY IN SEVERAL RESPECTS: IT SATISFIES A DESIRE TO TEACH, SUPPLEMENTS INCOME, AND PROVIDES OPPORTUNITY TO MAINTAIN AND REFINE LANGUAGE CAPABILITIES."

THE VOLUNTARY LANGUAGE TRAINING PROGRAM NOW HAS 40 COURSES IN PROGRESS DURING NON-DUTY HOURS. TOTAL STUDENT ENROLLMENT IS ABOUT 300. OF THESE COURSES, 30 WERE STARTED IN THE SEPTEMBER TRIMESTER, AND 10 COURSES WHICH BEGAN EARLIER THIS SUMMER ARE STILL IN SESSION.

25X1A9a [REDACTED] OF LAS/TR, HAS BEEN DESIGNATED AS COORDINATOR OF THE VOLUNTARY LANGUAGE TRAINING PROGRAM. AS SUCH, HE IS RESPONSIBLE FOR ALL MATTERS PERTAINING TO ITS ADMINISTRATION AND SUPERVISION. ALL STAFF EMPLOYEES INTERESTED IN BECOMING INSTRUCTORS IN THIS NON-DUTY-HOUR PROGRAM, AND ALL OTHER PERSONS WITH INQUIRIES - OR BUSINESS PERTAINING TO THE PROGRAM WHICH NORMALLY IS NOT HANDLED BY THE REGISTRAR/TR - MAY CALL [REDACTED] ON EXTENSION 4437.

25X1A9a [REDACTED] POINTS OUT THAT MORE INSTRUCTORS WILL BE NEEDED FOR THE NEXT TRIMESTER BEGINNING THE FIRST WEEK IN JANUARY 1958. ALSO, LAS/TR MAINTAINS A CURRENT ROSTER OF AGENCY PERSONNEL INTERESTED IN THESE INSTRUCTIONAL ASSIGNMENTS.

S-E-C-R-E-T

Courses, Activities, and Programs

NEW SUPPORT EXHIBIT

9 OCTOBER - WEDNESDAY

THE THIRD SHOWING OF THE NEW SUPPORT EXHIBIT, SPONSORED AND COORDINATED BY THE OFFICE OF TRAINING, WILL BE HELD IN THE R&S AUDITORIUM FROM 1400 - 1615 ON THE AFTERNOON OF WEDNESDAY, 23 OCTOBER. THE EXHIBIT, PRESENTED MONTHLY AS A PART OF THE INTELLIGENCE ORIENTATION COURSE, IS OPEN TO ALL AGENCY PERSONNEL. DATES REGULARLY ARE ANNOUNCED IN THE OTR BULLETIN.

THE PURPOSE OF THIS NEW SUPPORT EXHIBIT IS TO FAMILIARIZE CIA EMPLOYEES WITH THE PART THAT SUPPORT ELEMENTS PLAY IN AGENCY AFFAIRS. IT IS AN OUTGROWTH OF THE ESTABLISHED INTELLIGENCE PRODUCTS EXHIBIT. JUST AS THE LATTER GIVES A PICTURE OF THE INTELLIGENCE FUNCTION OF THE AGENCY THROUGH A SERIES OF PANELS DEPICTING THE MISSION AND OPERATION OF INDIVIDUAL DDI OFFICES, SO THE SUPPORT EXHIBIT SHOWS GRAPHICALLY THE TYPES OF SUPPORT WHICH THE DDS RENDERS.

DISPLAYS ARE COMPLETE FOR SEVEN DDS COMPONENTS AND AN EIGHTH IS NOW BEING BUILT. THOSE COMPLETED REPRESENT THE OFFICE OF PERSONNEL, TRAINING, SECURITY, LOGISTICS, AND THE COMPTROLLER, MEDICAL AND MANAGEMENT STAFFS. THE AUDIT STAFF IS NOW DEVELOPING A PERMANENT EXHIBIT.

IN ADDITION TO THE GRAPHIC DISPLAY, EACH OFFICE SENDS REPRESENTATIVES TO THE EXHIBIT TO EXPLAIN DETAILS OF ITS ORGANIZATION AND DUTIES AND TO ANSWER QUESTIONS THAT VISITORS MAY RAISE. TO SUPPLEMENT BOTH PICTORIAL AND ORAL PRESENTATIONS, THE MAJORITY OF EXHIBITS SHOW EXAMPLES OF THE FORMS AND OTHER PAPER WORK USED IN OFFICE PROCEDURES.

REGIONAL SURVEY

EAST ASIA

4 NOVEMBER TO 10 JANUARY

This course will be held on Mondays, Wednesdays and Fridays from 1400 to 1630 hours, in Room 2925, Quarters Eye. Applications for registration must be submitted to the Registrar on or before 28 October. An interview with the instructor, [REDACTED] extension 3275, is required of applicants.

25X1A9a

This newly revised course has been expanded to include consideration of Russia in Asia, with consideration of both current and historical matters.

Registrants for the course should be college graduates, preferably with some area experience. While reading periods have been provided during the running of the course, some outside reading will be expected.

SCHEDULE

Monday	4 November	1400-1445	Introduction to the Course
		1450-1520	SIS Film "East Asia"
		1530-1630	Geography of East Asia
Wednesday	6 November	1400-1630	The Races of East Asia
Friday	8 November	1400-1630	The Resources of East Asia
Wednesday	13 November	1400-1500	The Traditional Pattern of Life in Japan
		1515-1630	Japan in the 19th Century
Friday	15 November	1400-1530	The Traditional Pattern of Life in China
		1540-1630	Reading Period
Monday	18 November	1400-1530	China in the 19th Century
		1540-1630	Reading Period
Wednesday	20 November	1400-1530	Russia in the Far East in the 19th Century
		1540-1630	Reading Period
Friday	22 November	1400-1630	Seminar: East Asia at the Turn of the Century
Monday	25 November	1400-1530	China: 1895-1927
		1540-1630	Reading Period

S-E-C-R-E-T

Friday	29 November	1400-1530 1540-1630	Japan: 1895-1927 Reading Period
Monday	2 December	1400-1530 1540-1630	Russia in the Far East Reading Period
Wednesday	4 December	1400-1530 1540-1630	East Asia: 1927-1941 Film: Battle of China
Friday	6 December	1400-1530 1540-1630	The Great Pacific War Film: Victory at Sea
Monday	9 December	1400-1530 1540-1630	China in the Postwar Period I: The Course of History Reading Period
Wednesday	11 December	1400-1530 1540-1630	China in the Postwar Period II: The People's Republic of China Taiwan Today
Friday	13 December	1400-1630	Japan in the Postwar Period I: The Occupation of Japan and the Peace Treaty
Monday	16 December	1400-1530 1540-1630	Japan in the Postwar Period II: Japan Today Korea Today
Wednesday	18 December	1400-1530 1540-1630	Russia in Asia: The Postwar Period I: Soviet Operations in East Asia Reading Period
Friday	20 December	1400-1630	Russia in Asia: The Postwar Period II: Soviet Siberia and the Maritime Provinces
Friday	3 January	1400-1530 1540-1630	Military Potentialities in East Asia Reading Period
Monday	6 January	1400-1530 1540-1630	Economic Potentialities in East Asia Reading Period
Wednesday	8 January	1400-1530 1540-1630	Political Potentialities in East Asia Reading Period
Friday	10 January	1400-1630	Seminar: East Asia in the World Today

S-E-C-R-E-T

S-E-C-R-E-T

NOONTIME MOVIE PROGRAMOCTOBER AND NOVEMBER

You are invited to attend the various foreign language and English films to be shown in Room 1-82 Quarters Eye, at 1200 hours as scheduled below. Both feature films and factual films are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally, if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED] extension 2381. You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

25X1A9a

22 October Tuesday	Danish Film: "Red Meadows" C6023, 87 min. (On Wartime Underground)
(23 October Wednesday	German Film: "Street of Shadows" B0545, 85 min. (On First World War Espionage)
29 October Tuesday	French Film: "Pasteur" 65 min.
30 October Wednesday	Russian Newsreels
1 November Friday	Polish Feature
5 November Tuesday	Italian Film
(6 November Wednesday	Spanish Shorts: D7094, 34 min.; D6621, 19 min.; E6227.
13 November Wednesday	Russian Film: "Alien Kin" J6455, 100 min. (Family problems on a Kolkhoz)
15 November Friday	Polish Feature
(20 November Wednesday	German Newsreels
21 November Thursday	Czech Film: "Anna Proletarka" 100 min.
25 November Monday	Hungarian Film: "Magnas Miska" D6144, 87 min.

S-E-C-R-E-T

S-E-C-R-E-T

REGISTRAR'S REMINDERS

For information regarding courses and registration procedures, read your office copy of the OTR Catalog and your OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates follow. Please check with your Training Officer regarding his special deadlines for applications/:

	<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	Intelligence Orientation (R&S Auditorium)	B-3	21 Oct 18 Nov	28 Oct - 22 Nov 25 Nov - 20 Dec
25X1A	Administrative Procedures (136, [REDACTED])	B-4	28 Oct	18 Nov - 6 Dec
25X1A	(See your OTR Catalog) (136, [REDACTED])	B-5	30 Dec	6 Jan - 7 Feb
25X1A	Basic Supervision (0830 - 1230 hours, daily) (155, [REDACTED])	B-7		
	(GS 5-7)		13 Jan	20 Jan - 31 Jan
	(GS 9-11)		2 Dec	9 Dec - 20 Dec
	(GS 12-14)		21 Oct	28 Oct - 15 Nov
25X1A	Basic Management (0830 - 1230 hours, daily) (155, [REDACTED])	B-8		
	(GS 11-12)		25 Nov	2 Dec - 13 Dec
	(GS 12-14)		30 Dec	6 Jan - 17 Jan
	(GS 13-15)		14 Oct	21 Oct - 1 Nov
	Clerical Refresher Program (Hours to be arranged) (Room 508, 1016 16th St.)	B-12 thru B-19	12 Nov	18 Nov - 13 Dec

Pre-testing for the Clerical Refresher Program is scheduled for 7 November in Room 508, 1016 16th Street as follows:

0900 - 1000 Typing 1000 - 1100 Shorthand 1100 - 1200 English Usage

S-E-C-R-E-T

<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
Instructional Techniques (2011 R&S)	B-20	11 Nov	18 Nov - 22 Nov
Dependents' Briefing (117 Central Bldg)	B-23	(See your Training Officer)	5 Nov - 6 Nov
Party Organization & Operations (0830-1230 hours, daily) (2202 Alcott)	C-2	23 Sept 18 Nov	30 Sept - 25 Oct 25 Nov - 20 Dec
Intelligence Techniques (2027 R&S)	I-1	18 Nov	25 Nov - 20 Dec
Conference Leadership (0930-1130, Mon,Wed) (2027 R&S)	I-3	14 Oct	21 Oct - 29 Nov
Effective Speaking (0930-1130, Mon,Wed) (2025 R&S)	I-5	25 Nov	2 Dec - 24 Jan
Writing Workshop (0900-1200 hours, 1st wk: Mon,Tues,Thurs last 3 wks: Tues,Thurs) (2606 R&S)	I-6	21 Oct	28 Oct - 22 Nov
Reading Techniques (Hours to be arranged) (2502 Qtrs. Eye)	I-7	21 Oct 25 Nov	28 Oct - 22 Nov 2 Dec - 27 Dec
Reading Techniques- Executive (Workshop) (Hours to be arranged) (2502 Qtrs. Eye)		13 Jan	20 Jan - 31 Jan
Intelligence Research (Maps) (0900-1200, Mon,Wed,Fri) (2029 R&S)	I-12	21 Oct	28 Oct - 15 Nov

S-E-C-R-E-T

~~SECRET~~

<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
("O" course titles are listed only in <u>OTR Catalog 100-1</u>)	O-1	24 Feb	3 Mar - 27 June
	O-2	28 Oct	4 Nov - 13 Dec
	O-4	14 Oct	21 Oct - 8 Nov
	O-6	30 Dec	6 Jan - 31 Jan
	O-8	14 Oct	21 Oct - 8 Nov
	O-10	18 Nov	25 Nov - 13 Dec
	O-15	12 Nov	18 Nov - 6 Dec
	O-17	14 Oct	21 Oct - 15 Nov
	O-25	18 Nov	25 Nov - 13 Dec
	O-27	28 Oct	4 Nov - 15 Nov

AREA TRAINING

Applications for Area Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>Basic Country Survey:</u>		
Philippines	27 Dec	*13 Jan - 21 Feb 58 (Formerly 21 Oct)
<u>Regional Survey</u>		
East Asia	28 Oct	*4 Nov 57 - 10 Jan 58 (Formerly 21 Oct)

*Please make these changes on the LONG-TERM SCHEDULE (FOLD-OUT CHARTS) in the back of your copy of the OTR CATALOG.

~~SECRET~~

CONFIDENTIAL

~~CONFIDENTIAL~~~~SECRET~~FOREIGN LANGUAGE PROFICIENCY TESTS

The Foreign Language Proficiency Tests are for those persons who already have some knowledge of a given language and are designed to test how well a person reads, writes and speaks that language. Individuals applying for intermediate or advanced study of a language may be required by the Office of Training to take the proficiency test in that language in order to determine just what further training will be most rewarding. The written part of the test (covering reading and writing) requires about three-four hours and is given in the morning. The oral part requires about 15 minutes for each person and is given in the afternoon. Individuals may elect, or be required, to take tests in reading, writing or speaking, or any combination of these capabilities. All tests are administered on Thursdays, in Room 2825, Wing I, Quarters Eye. Call extension 4640 at least one week prior to the date of a test to arrange an appointment.

17 Oct	Russian	21 Nov	Estonian
			Persian
24 Oct	Arabic		Thai
	Finnish		Yiddish
	Greek		
31 Oct	Spanish	5 Dec	French
		12 Dec	Cambodian
7 Nov	Danish		Lithuanian
	Korean		Norwegian
	Slovak		
	Urdu	19 Dec	Russian
14 Nov	German		

~~SECRET~~~~CONFIDENTIAL~~

~~CONFIDENTIAL~~~~SECRET~~

OTR AND AGENCY TRAINING OFFICER DIRECTORIES

OFFICE OF TRAINING

		<u>Ext.</u>	<u>Room & Building</u>
Director of Training	Matthew Baird	3521	11, [REDACTED]
Deputy Director of Training	[REDACTED]	3521	11, [REDACTED] 25X1A6a
Plans & Policy Staff	[REDACTED]	3531	4, [REDACTED]
Support Staff	[REDACTED]	3732	8, [REDACTED]
Assessment & Evaluation Staff	[REDACTED]	8307	1331A, R & S
Junior Officer Training Program	[REDACTED]	3514	2500, Qtrs. Eye
Intelligence School	[REDACTED]	3832	2009, R & S
School of International Communism & the USSR	[REDACTED]	2428	2204, Alcott
Operations School	[REDACTED]	3102	201C, [REDACTED] 25X1A6a
Language & Area School	[REDACTED]	8015	2129, Eye
Proficiency Testing	[REDACTED]	4640	2822, Qtrs. Eye
Eastern Studies	[REDACTED]	3275	1928, Qtrs. Eye
Western Studies	[REDACTED]	4437	2129, Eye
Registrar/TR	[REDACTED]	4005	2605, Qtrs. Eye
Deputy Registrar/TR	[REDACTED]	4005	2606, Qtrs. Eye
Processing Section	[REDACTED]	3731	2-90, Qtrs. Eye
Information Section	[REDACTED]		
<u>Editor, OTR Bulletin</u>	[REDACTED]	4625	2611 Qtrs. Eye

25X1A9a

~~SECRET~~~~CONFIDENTIAL~~

~~CONFIDENTIAL~~DD/I TRAINING OFFICERS

25X1A9a	Special Asst. for DD/I	[REDACTED]	641	347, Admin	
	O/DDI	[REDACTED]	703	354, Admin	
	OCR	[REDACTED]	4443	[REDACTED]	25X1A
	ORR	[REDACTED]	2413	1003, M	
		[REDACTED]	4533	1007, M	
	ONE	[REDACTED]	552	105, Admin	
	OCI	[REDACTED]	749	2052, Q	
		[REDACTED]	2650	2052, Q	
	OSI	[REDACTED]	8326	1713, Barton	
	OBI	[REDACTED]	2521	[REDACTED]	25X1A6a
	OO	[REDACTED]	795	402, 1717 H	
	CONTACT	[REDACTED]	2265	523, 1717 H	
	SOVMAT	[REDACTED]	2993	410, 1717 H	
25X1A7a	[REDACTED]	[REDACTED]	2926	414, 1717 H	
	FDD	[REDACTED]	586	2021, [REDACTED]	25X1A6a
		[REDACTED]	3016	2029, [REDACTED]	

DD/S TRAINING OFFICERS

25X1A9a	Special Asst. for DD/S	[REDACTED]	2228	222, East
	Audit	[REDACTED]	2247	1133, Eye
	Management	[REDACTED]	4183	555, 1717 H
	Medical	[REDACTED]	3348	1303, J
	Communications	[REDACTED]	2976	2308, Eye
	Comptroller	[REDACTED]	4454	1039, Alcott
	Logistics	[REDACTED]	4134	2c-49, Qtrs. Eye
	Personnel	[REDACTED]	4353	249, Curie
	Security	[REDACTED]	8151	2514, Eye

~~CONFIDENTIAL~~~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200210001-2

~~SECRET~~



BEWARE The Truce of the Bear

When he stands up as pleading, in wavering,
man-brute guise,

When he veils the hate and cunning of his
little swinish eyes;

When he shows as seeking quarter, with
paws like hands in prayer,

That is the time of peril — the time of
the Truce of the Bear!

— *Rudyard Kipling*

NO. 14 NSA SECURITY EDUCATION PROGRAM

~~SECRET~~

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200210001-2